

Application for Release Letter

Personal Details

Student Number:				Date of Birth:	/	/
Title:		Family Name:		Given Name:		
Current Mailing Address:						
Telephone (Day):				After Hours:		
Email:						

Course Information

Course Code:	
Course Name (e.g. General English):	
Course Commencement Date:	

NOTE: An essential condition for a letter of release to be granted is that the student has a letter from another registered provider confirming that a valid enrolment offer has been made. A copy of the enrolment offer letter **must** be attached to this application form.

Reason(s) for Withdrawal from Course

You must provide information on your reason(s) for requesting the release letter from the course, **specifically** how your circumstances:

- changed on or after the course start date;
- prevented you from completing your studies; and
- any other reason

Student's Signature _____ Date for requested Release _____

OFFICE USE ONLY

Approved By	✓ or X	Signature	Date
Accounts Department - Outstanding fees \$_____	<input type="checkbox"/>		
CEO	<input type="checkbox"/>		

Application's Assessor _____ Date _____

Outcome: Approved: ☐ Rejected: ☐

Comments _____